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13 DEC 1960

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Rest and Rehabilitation Program

1. Paragraph 5 of this memorandum contains a recommendation for your approval.

2. The Rest and Rehabilitation Program was approved in September 1957. At that time it was suggested that Operating Divisions prepare specific plans for their respective areas; and when sufficient experience could be gained, long range policy would be developed. To date, six individual plans with several amendments have been approved and implemented. Fifty-six stations and bases are participating in the established Program using nineteen approved rest and rehabilitation locations.

3. With three years of practical experience in administering this Program, it is now considered appropriate to consolidate the individual plans into a single statement of basic policy.

4. The Rest and Rehabilitation Program consists of two parts. Part one provides, under certain conditions, rest and rehabilitation leave to any employee regardless of where assigned overseas. Part two provides rest and rehabilitation leave at specified leave points for all employees assigned to overseas stations and bases designated as hardship posts. It is proposed that authority be delegated to the Deputy Director (Support) to designate hardship posts and suitable leave points based upon the recommendations of appropriate Operating Officials.

5. It is recommended that you approve the attached "Statement of Policy for Rest and Rehabilitation Travel of Agency Overseas Employees".

/s/ Richard M. Bissell, Jr.  
RICHARD M. BISSELL, JR.  
Deputy Director  
(Plans)

Attachment: Statement of Policy for  
Rest and Rehabilitation Travel of  
Agency Overseas Employees

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STATEMENT OF POLICY FOR REST AND REHABILITATION  
TRAVEL OF AGENCY OVERSEAS EMPLOYEES

**I. PURPOSE**

The purpose of this paper is to establish a program under which certain employees stationed overseas may be given relief from conditions adversely affecting their work efficiency, morale and health. Such conditions include but are not limited to generally poor or unhealthy working and living conditions, prolonged exposure to tight security or cover restrictions, and extended and unrelieved periods of overwork and tensions caused by the nature of clandestine activity. To accomplish this objective, it is the policy of CIA that staff employees, staff agents, career agents who are U. S. Nationals, and U. S. Nationals employed on a per annum basis may be provided occasional periods of rest and rehabilitation under certain specified conditions.

**II. GENERAL PROVISIONS**

The Rest and Rehabilitation Program (R&R) consists of two parts. Part one is applicable to all stations and bases; part two pertains to certain stations and bases designated as hardship posts.

**a. Part One**

R&R leave may be granted an employee regardless of where assigned overseas, or length of duty at the post, whenever it shall be determined that an individual should be provided relief by virtue of the type of duty he is performing or other peculiar or extenuating circumstances encountered by him as a result of his assignment with CIA. This determination will be made by the Operating Official concerned, with the concurrence of the Chief, Medical Staff. This part of the overall program is administered without regard to that authorized under paragraph II. b. below.

**b. Part Two**

- (1) R&R leave may be granted employees assigned to overseas stations and bases designated as hardship posts where difficult living conditions, excessive physical hardships, and unhealthy conditions exist. Such posts may be designated by the Deputy Director (Support) based upon the recommendations of appropriate Operating Officials.

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Normally, these posts will have a post differential of 15% or more, however, exceptions are permissible for those unusual posts which may have a post differential of less than 15% but which otherwise qualify as hardship posts in the judgment of the Operating and Approving Officials.

- (2) Only one period of R&R leave will be granted during each two year tour of duty. To fulfill the purpose of improving an employee's efficiency, the R&R period should not be too soon after the arrival at a post nor too late in the tour. Normally the leave period should not begin before six months after arrival at the post, nor after six months prior to departure from the post for PCS or home leave.
- (3) Permissive leave points will be designated by the Deputy Director (Support) based upon the recommendations of appropriate Operating Officials. Leave points should be within a reasonable distance from the post, consistent with cover and security and should provide if possible a change in environment, scenery and climate.
- (4) Whenever a substantial change occurs in the living or health conditions at a hardship post designated to participate in the R&R program, it will be the responsibility of the Operating Official concerned to recommend to the Deputy Director (Support) either removal of the post from the eligible list, or to justify continuance of the post under the program based upon specific circumstances.

### III. LIMITATIONS

- a. In the event that an adequate program of rest and rehabilitation is provided by a cover organization and is available to our employees, full use of such a program should be made; when such a program is inadequate or non-existent, provisions of the CIA program may be used.
- b. R&R travel is authorized for dependents, however, such travel is contingent upon the travel of the employee. The dependent travel need not be wholly concurrent with the employee's departure from the post and return from the leave point, but dependent travel should be to the same leave point and during the same period as that of the employee.
- c. Dependent travel for maternity reasons may not be authorized at Government expense. However, an employee stationed at a post that, (1) has been designated by the Medical Staff as having

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inadequate medical facilities for child delivery, and (2) has been designated as a hardship post, may be authorized R&R travel for purposes of maternity evacuation to a point where adequate medical facilities are available. If an employee has used his authorized R&R travel, maternity evacuation will be at the employee's expense.

- d. Government owned aircraft shall be used for R&R transportation when available and consistent with cover and security. Commercial transportation may be used when necessary. Economy accommodations should be used to the maximum extent possible.
- e. Reimbursement for R&R travel is limited to the actual cost of transportation to and from approved leave points. Per diem and incidental travel expenses are not authorized.
- f. Leave granted for periods of rest and rehabilitation, including travel time, shall be chargeable to annual or compensatory leave.

#### IV. REVIEW

The Deputy Director (Support) will be responsible for conducting an annual review of the R&R program for the purpose of insuring that it is being properly administered in accordance with the policy outlined herein.

#### CONCURRENCES:

/s/ Richard M. Bissell, Jr.	12/31/60	/s/ L. K. White	12/22/60
<u>RICHARD M. BISSELL, JR.</u>	<u>Date</u>	<u>L. K. WHITE</u>	<u>Date</u>
Deputy Director		Deputy Director	
(Plans)		(Support)	
/s/ Robert Amory, Jr.	12/19/60	/s/ C. P. Cabell	12/29/60
<u>ROBERT AMORY, JR.</u>	<u>Date</u>	<u>C. P. CABELL</u>	<u>Date</u>
Deputy Director		General, USAF	
(Intelligence)		Deputy Director	

#### APPROVED:

/s/ Allen W. Dulles

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**ALLEN W. DULLES**

Director

31 Dec 1960

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Date

Separate Enclosure Attachment:

List of Stations and Bases currently participating in the R&R Program

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